



Michigan Educational Assessment Program

Fall 2013 Online Testing

User Guide to



MIST™

(Measurement Incorporated Secure Testing)



Updates:

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MIST Overview

The Measurement Incorporated Secure Testing system (MIST) is a secure test delivery system. It has two interfaces: one for students and one for test administrators. It uses a small application and an active internet connection to the server at Measurement Incorporated to securely deliver test content to students.

STUDENT Interface: The application *mist.exe*, copied to each testing computer prior to testing, creates a MIST Tester Station which displays the test. Student answers are saved every 60 seconds or every time the student moves from one test screen to another, whichever comes first.

TEST ADMINISTRATOR Interface: The Test Administrator Website is a password-protected website where test administrators may view and manage all details of tests assigned to them. Test administrators may also download supporting documentation from the site and reference the MIST *Frequently Asked Questions* (FAQ). No installation is needed. To maintain crucial test security, lock your computer or log out of the Test Administrator Website whenever you leave your computer for any reason.

Fall 2013 MEAP Online Testing Overview

- Participating schools will administer the Fall 2013 MEAP Online tests to all students not requiring an accommodated version of the MEAP test using MIST.
- Starting September 23rd, rosters will be updated nightly with the latest pre-ID information in the BAA Secure Site. Students may only be added or pre-identified via the BAA Secure Site and will appear the next day on the MIST roster.
- The MEAP online test window extends from October 16th through November 5th (online testing only).
- Please refer to the *Fall 2013 MEAP Online Test Administration Manual* for more detailed information about test administration.

Detailed information about test security is found in the *Fall 2013 MEAP Online Test Administration Manual*, the *Assessment Integrity Guide*, and the *Fall 2013 MEAP Test Administration Manual*.

Key Dates/Timeline

Event	Date
Start to download and install MIST	8/15
Test Administrator Training Site opens	8/15
Student Practice Site for MIST opens	9/3
School-specific Test Administrator Usernames/Passwords delivered to district MEAP coordinator via FedEx	no later than 9/20
Webinar: MIST for Technology Directors	9/12 from 9:00 a.m. to 10:00 a.m.
Webinar: MIST for MEAP Coordinators and Test Administrators	9/19 from 9:00 a.m. to 10:30 a.m. with repeat session on 9/19 from 3:00 p.m. to 4:30 p.m.
Rosters available for viewing	9/23
Online test window opens	10/16 at 7:00 a.m.
Online Pre-ID closes	11/4 at 5:00 p.m.
Online test window closes	11/5 at 5:00 p.m.
Online housekeeping-only period	From 11/5 at 5:00 p.m. through 11/7 at 5:00 p.m.
Results available	same as paper tests

Student Practice Site for MIST

The Fall 2013 MEAP Online Student Practice website is available from September 3rd, 2013 through November 5th, 2013 so that students have a chance to preview the MIST interface before testing. Students may use the practice test as often as needed, with the goal of becoming comfortable with the MIST interface. The Office of Standards and Assessment (OSA) **highly encourages** that all students be provided the opportunity to become familiar with the MIST application through the Student Practice Site for MIST prior to testing.

Some additional information regarding the MIST Student Practice Site for MIST

- The building MEAP coordinator will receive an email with the practice site URL on or before September 3rd, 2013.
- The MIST Student Practice Site for MIST is not password protected and does not require preregistration.
- Web-deployed MIST looks and behaves like the *mist.exe* interface, except that the practice test does not require the student to log in and the browser can be minimized.
- The Fall 2013 MIST Practice Tests contain the same navigational instructions students will see in the real online MEAP tests.
- A **sample** script for test administrators and proctors to use with students during practice is available in the *Fall 2013 MEAP Online Testing* folder at www.michigan.gov/meap.

Using MIST

MIST has two parts that work together: the student **MIST Tester Station** and the **Test Administrator Website**.

The **MIST Tester Station** displays the test to the student.

- The test itself and all the student responses remain at Measurement Incorporated.
- Answers are saved (over the internet) every 60 seconds or whenever the student moves between screens, whichever comes first.

The **Test Administrator Website** is where you will view the status of and control your students' tests. You cannot see the test material through the Test Administrator Website, only information about the tests and testers.

- The Test Administrator Website has many features and functions you may need to administer the test.
- A large portion of this manual is devoted to using this website.
- Please read the entire manual and then refer to the MIST Self-training Plan in this document to guide you in thoroughly familiarizing yourself with the Test Administrator Website.

Using This Manual

This manual has two main sections.

- The **Getting Started in MIST** section is an outline of the steps involved in common tasks test administrators will perform on the MIST Test Administrator Website. Refer to this section to refresh your memory of the steps in these tasks during testing.
- The **MIST In-Depth** section is an in-depth guide to the Test Administrator Website. Reading this section will enable you to use the MIST User Guide portion. You should plan to read it carefully in advance of testing. Understanding the website will make it much easier to use during testing.

Any time you need more information about a task than the Getting Started in MIST section provides, you can review the MIST In-Depth section or call the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

MIST Self-training Plan

The self-training plan outlined below can supplement any training provided at your school.

The checklist can help you keep track of what activities you have completed.

- ☐ 1) Read the entire *Fall 2013 MEAP Online Testing Administration Manual*
- ☐ 2) Read this *User Guide* thoroughly.
- ☐ 3) Watch the MIST training videos (on the Test Administrator Website – requires QuickTime).
- ☐ 4) Make sure you understand how to do each of the MIST test administrator tasks listed in the *Fall 2013 Online User Guide to MIST*.
- ☐ 5) Visit the Student Practice Site for MIST and take the practice tests before administering the live tests to students.
- ☐ 6) Utilize the Test Administrator Training website -- available on 8/15 (see instructions in separate email memorandum)
- ☐ 7) Read the MIST *Frequently Asked Questions* (FAQ) at <https://mi.misttest.com/Proctor/Help/FAQ>. Print if desired.
- ☐ 8) Participate in one of the MIST MEAP training webinars (September 19, 2013) or view the archived webinars.
- ☐ 9) Develop a plan for addressing the situations listed in the *Troubleshoot Problems* section of the *Fall 2013 Online User Guide to MIST*.
- ☐ 10) Call the MEAP Call Center at 1-877-560-8378, option 2 with any further questions you may have.

Conducting Your Test Administration

To prepare yourself, your school and your staff for online testing using MIST, the building MEAP coordinator should complete or coordinate **the completion of the tasks on the checklists below.**

Checklist in Advance of Testing

- ☐ **1. Make sure that your network administrator completes the preparation tasks in the MIST Technical Guide Checklist.**
- ☐ **2. Schedule professional development using the Test Administrator Training Website and the Student Practice Website.**
- ☐ **3. Complete the exercises in the MIST Self-training plan, including reading this Guide.**
- ☐ **4. Discuss test security protocol, make-up testing dates, and emergency procedures with your district MEAP testing coordinator and your school principal.**
 - The *Fall 2013 MEAP Online Test Administration Manual* contains detailed instructions specific to the administration of the each of the online MEAP tests.
 - Science (grades 5 and 8)
 - Social Studies (grades 6 and 9)
 - Additional information that applies to **both** the online and paper-and-pencil test modes can be found in the grade-appropriate *Fall 2013 MEAP Test Administration Manual*.
 - Security protocols and other crucial information are found in the *OSA Assessment Integrity Guide*.

All of the above documents should be reviewed prior to the test administration by test administrators and proctors and may be downloaded from the MEAP website at www.michigan.gov/meap.
- ☐ **5. Study the topic in this document called *Choose Your Method Of Setting Up MIST Tester Stations* and choose which method your school will use.**
- ☐ **6. If you are using the Student Test Tickets method, print Student Test Tickets and store in a secure location until it is time to set up your testing room. Printing ahead of time is most convenient, but remember to treat Student Test Tickets like a secure test booklet or other secure material.**
- ☐ **7. Thoroughly read the *Fall 2013 MEAP Online Test Administration Manual*, this guide, and the MIST *Frequently Asked Questions* (FAQ).**
- ☐ **8. Schedule your student practice sessions and MIST test administrations. Remember to build some makeup days into your testing schedule. A scheduling template can be downloaded from www.michigan.gov/meap.**
- ☐ **9. Conduct your student practice sessions. Students may use the practice website as many times as you choose.**

Checklist on Day of Testing

☐

- 1. The building MEAP coordinator should meet with all staff involved with testing and make sure that all of the items on the *Checklist in Advance of Testing* are complete.**

☐

2. Set Up Testing Room

Set up your testing room according to the security guidelines in the *Fall 2013 MEAP Online Test Administration Manual*.

☐

3. Set Up Test Administrator Website Workstation

Log into the Test Administrator Website on the computer you will use to monitor testing.

- 1) Open a browser.
- 2) Navigate to <https://mi.misttest.com> and sign in with your school-specific MEAP MIST username and password.
- 3) Click on the name of the test that you are administering today. Make sure you have the correct subject, grade, and part. You will now see your test roster.
- 4) Make a note of any students who are absent or who will not be testing for any other reason. You can skip step **4** for those students.

☐

4. Set Up Tester Stations

Prepare for and carry out Tester Station setup according to your school's chosen method as identified in *Checklist in Advance of Testing* step 4.

NOTE: Do NOT leave the Tester Stations unattended after setup for any reason.

☐

5. Administer the Test

- Refer to the correct *Test Administrator Directions* in the *Fall 2013 MEAP Online Test Administration Manual* and follow the directions and script provided.
- After the students click the NEXT button and begin testing, monitor test progress on the Test Administrator Website and in the room.
- When all or most of the students have completed this part of the test, you will return to the *Directions for Administration* script and read through to the end of the test administration.

Checklist on Day of Testing continued☐**6. Monitor Closure of Tester Stations**

- A student may request assistance in understanding the MIST screens that allow them to submit their test. These are the Review Screen, the End of Test screen, and the Confirmation screen.
- A student may get a pop-up message alerting them that they have not answered all of the questions.
- Students may be assisted in understanding test directions and the MIST application. They may not be provided any assistance for test questions and content.

☐**7. Retrieve Student Test Tickets**

Collect any Student Test Tickets that were distributed during step 4 so they can be destroyed in a secure manner.

☐**8. Shut Down Testing Room**

- 1) If any Tester Stations are still displaying the Confirm Student screen, click CANCEL.
- 2) If there are any Tester Stations still displaying **any** MIST test screen other than the Confirm Student screen, **complete the following steps:**
 - 1st. Pause those student tests in the Test Administrator Website.
 - 2nd. Click NEXT or PREVIOUS on each testing computer so that the EXIT button is displayed in the lower left corner of the MIST screen.
 - 3rd. Click EXIT on each testing computer.

Any student who needs to complete their test in another room during an extended test session is now in the correct status to resume their testing on another computer.
- 3) Log out of the Test Administrator Website by clicking on **Sign Out** in the upper right of your browser window. **Do not** use the X at the upper right corner of the browser window. Using the **Sign Out** button is **required** to protect the security of the tests.
- 4) Follow any other post-test procedures listed in the *Fall 2013 MEAP Online Test Administration Manual*.

☐**9. Return the Student Test Tickets to the building MEAP coordinator for destruction.**☐**10. Conduct Housekeeping**

You can perform certain Test Administrator Website functions after the students have gone if you choose, such as add Research Codes, Accommodations or Report Codes to a student record or mark a test *Do Not Score*. You have until 5:00 p.m. on November 7th to record Accommodations and Report Codes and to mark a test **Non-participant** (*Do Not Score*.) You can continue to add and edit Research Codes and Class/Group Number via the BAA Secure Site during Tested Roster.

**Congratulations! You have successfully completed your
MIST test administration!**

Getting Started in MIST

MIST Test Administrator Tasks

Below is a list of the **most common** tasks that a MIST Test Administrator may need to perform.

- Print Student Test Tickets
- Set up a MIST Tester Station
- Monitor tester progress
- Edit Student Demographics (add Research Codes, Accommodations, or Report Codes)
- Mark a test *Do Not Score*
- Pause and Resume Tests – Method 1
- Pause and Resume Tests – Method 2 (Move a Student to Another Computer)
- Check Your Roster
- Troubleshoot problems

The steps to each task are listed below that task's name for quick reference during testing.

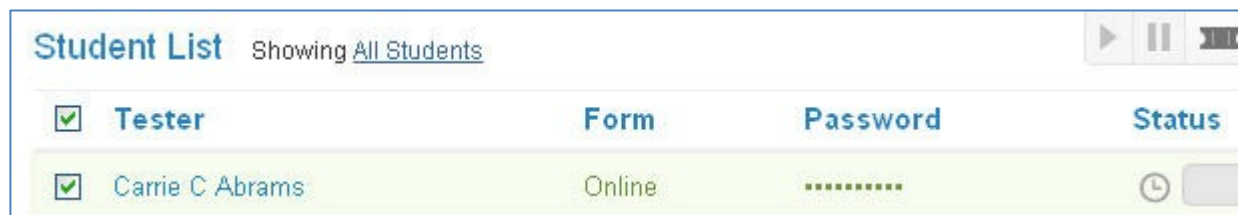
If you do not see the task that you wish to perform, please contact the MEAP Call Center at 877-560-8378, option 2 for assistance.

Print Student Test Tickets

If you are using the Student Test Ticket method of setting up Tester Stations, you will need to print your Student Test Tickets.

Steps to Print Student Test Tickets

- 1) Log into the MIST Test Administrator Website.
- 2) Click on the name of the test for which you want to print Student Test Tickets .
- 3) Click on the checkbox next to the testers for whom you want to print Student Test Tickets.
 - You can click on the topmost checkbox (shown below) to select all the testers.

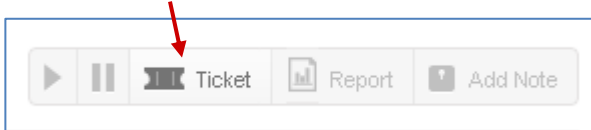


The screenshot shows a web interface titled "Student List" with a sub-header "Showing All Students". There are navigation icons (back, forward, refresh) in the top right. The table below has four columns: "Tester", "Form", "Password", and "Status". The first row shows a checked checkbox next to "Carrie C Abrams", with "Online" in the Form column, masked password in the Password column, and a clock icon in the Status column.

<input checked="" type="checkbox"/>	Tester	Form	Password	Status
<input checked="" type="checkbox"/>	Carrie C Abrams	Online	

- You can filter the list using the *Showing* link next to the words *Student List* to show only those testers with the statuses you select.
- You cannot print Student Test Tickets for student tests with a status of Finished.
- You can print a subset of the list by checking only the boxes next to the student names for whom you want to print Student Test Tickets at that time.

4) Click on the Ticket button on the Test page toolbar (to the right of the browser window).



A PDF of the Student Test Tickets for all selected students is generated, usually in a tab in your browser.

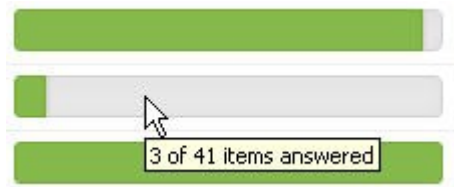
5) Print this PDF. If you cannot locate the PDF, contact your network administrator or call the MEAP Call Center at 877-560-8378, option 2 for assistance.

Monitor Tester Progress

You may find it useful to be able to tell at a glance how your students are progressing through the test. The progress bar to the right of each student's name on the Test page provides a visual representation of their progress through the test. It turns green as the student clicks through the screens of the test.

Steps to Monitor Tester Progress

- 1) Log into the Test Administrator Website.
- 2) Click on the name of the test you wish to monitor.
- 3) Sort or filter the tester list to display the desired group.
- 4) View the test progress bar(s) for the tester(s)



Hover your mouse over any bar to read the exact number of questions that student has answered.

Edit Student Demographics (Add Research Codes, Accommodations or Report Codes)

You will need to edit student demographics in order to mark:

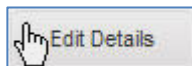
- Research Codes I and II
- Accommodations
 - ELL student accommodations for Multiple-Day Testing or Other
 - Students with disabilities accommodations for Multiple-Day Testing or Other
- Report Codes

***NOTE: Class/Group Number** is entered by the student at the start of testing. Please see the *Mark a Test Do Not Score* below for **Nonstandard Accommodation** and **Student Prohibited Behavior**.

NOTE: Home Schooled children cannot be flagged as home schooled in MIST. They must have the correct residence code assigned in the Michigan Student Data System (MSDS), otherwise home-schooled students must take the paper and pencil version of the test.

Steps to Edit Student Demographics

- 1) Log into the Test Administrator Website.
- 2) Click on the Student area button to the left of the page.
- 3) Click on the name of the student for whom you wish to edit demographics.
- 4) Click on the Edit Details button to edit or add information.



You will now see the Edit Details pop-up window.

- 5) Click SAVE to save your changes before leaving this window. If you do not wish to save any changes, click **X** in the upper right corner of the pop-up.

NOTE: You will no longer be able to add/edit demographic information for a student's record after November 7th, 2013. Any updates to student records after that date should be made on the BAA Secure Site rather than via MIST. The only fields available via the Secure Site are Class/Group and Research Codes I and II.

Mark a Test *Do Not Score* or Indicate that Paper-and-Pencil Was Administered

To make either of these notations, you will be using the **advanced tab** on the Student page toolbar.

NOTE: You will no longer be able to mark tests after November 7th, 2013.

Steps to Mark a test *Do Not Score* or to Indicate that Paper-and-Pencil Was Administered

- 1) Log into the MIST Test Administrator Website.
- 2) Click on the Students area button.

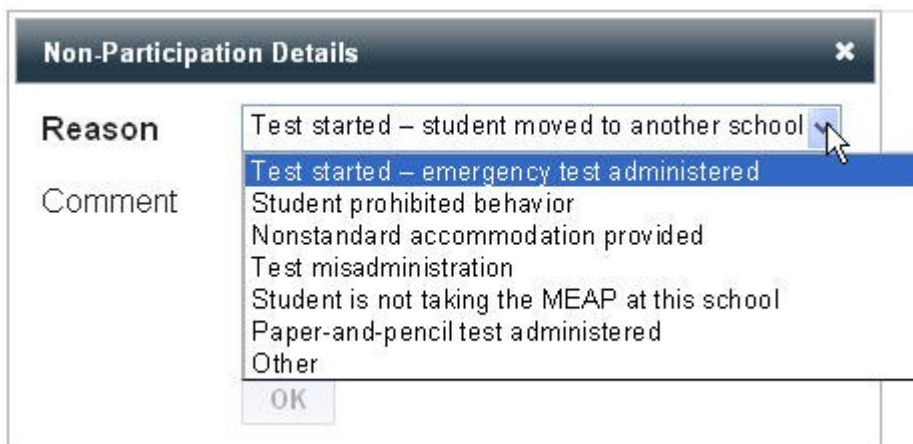
Steps to Mark a test *Do Not Score* or to Indicate that Paper-and-Pencil Was Administered
continued

- 3) Click on the name of the student whose tests need(s) to be marked *Do Not Score*. You will now see the Student page for that student.
- 4) Click the checkbox next to both tests.
- 5) On the Student page toolbar, click on the down-arrow on the Advanced Tab (on the right of the button) to view the dropdown list of advanced tasks.



The advanced tab

- 6) Choose **Non-Participant** from the Advanced Tab dropdown list.
- 7) In the non-participation details dialog box that appears, click the down arrow on the Reason Codes menu.



- 8) Select the correct reason from the following list:
- 9)
 1. Test started – student moved to another school
 2. Test started – emergency test administered
 3. Student prohibited behavior
 4. Nonstandard accommodation provided
 5. Test misadministration
 6. Student is not taking the MEAP at this school
 7. Paper-and-pencil test administered
(Students with an IEP, 504, or EL plan can take the paper-and-pencil version of the test.)
 8. Other
- 10) Click OK to save your changes and close the dialog box. To exit without saving changes, click on the X.

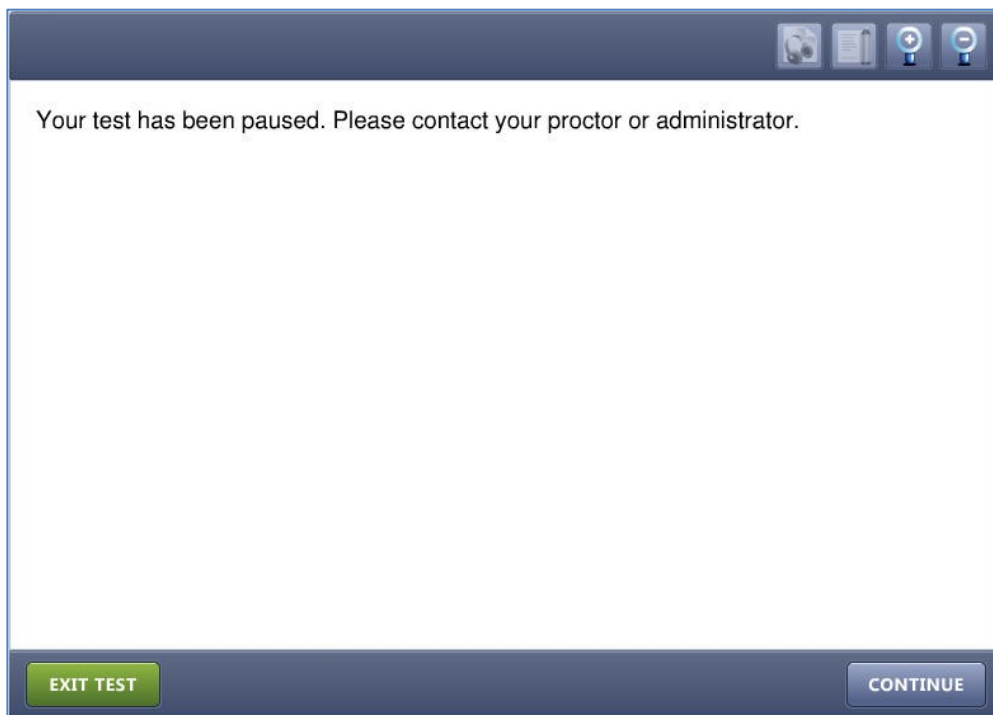
Pause and Resume Tests

You may pause and resume student tests via the Test Administrator Website. Pausing a student's test will prevent them from accessing their test.

Pause and Resume a Student Test – Method 1 is used when the student's computer remains connected to the MIST server. (Students who become disconnected from the MIST server should be reconnected using *Pause and Resume a Student Test – Method 2*.)

NOTE: To maintain test security, Tester Stations should not be left unattended with a test question displayed on the monitor. Instruct the student to click PREVIOUS once the test has been paused. Make sure that the screen displays the message *Your test has been paused. Please contact your proctor or administrator.*

- After this point, that student cannot view any other screen until you allow them to continue.



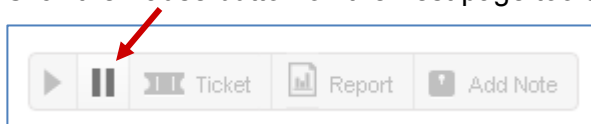
- The Paused status protects a student's test answers from tampering while they are away from their computer and protects test content.
- You can also pause an entire class in the case of an emergency such as an evacuation.
- If you cannot safely pause the test during an emergency, call the MEAP Call Center at 877-560-8378, option 2 and we will pause the test for you remotely.

Steps to Pause and Resume a Student Test – Method 1

1. Log into the Test Administrator Website.
2. Click on the name of the test the students who need to be paused are taking.
3. Click on the checkbox next to the testers you need to pause. You can click on the topmost checkbox next to the word **Tester** (shown below) to select all the testers.

Student List Showing All Students			
<input checked="" type="checkbox"/>	Tester	Form	Password
<input checked="" type="checkbox"/>	Carrie C Abrams	Online

4. Click the Pause button on the Test page toolbar.



The selected tests are now paused. The test status in the Status column (far right) will update to *Paused*.

5. Instruct the student to click either the PREVIOUS or the NEXT button to lock their Tester Station. The Tester Station will now display the screen that says *Your test has been paused. Please contact your proctor or administrator.*
6. Allow the student to take their approved absence.
7. When the student returns, click on the checkbox next to their name as in step 3.

8. Click the Resume button on the Test page toolbar.

9. Instruct the student to click the CONTINUE button in the lower right of the Tester Station screen.

10. The test status in the Status column (far right) will update to Active.

Pause and Resume a Student Test – Method 2 (Move a Student to Another Computer)



You may need to move a student to another computer, either because they need more time and have to move to another location, or because the computer they are using is having a technical problem that cannot be resolved quickly.

Additional information about other times when you may need to move a student to another computer is in the *Fall 2013 MEAP Online Test Administration Manual*.

The student's answers are not stored on the computer he or she is using, so moving a student will not cause any answers to be lost.

The steps to move a student to another computer are below. The process requires you to lock their test, move them to a new computer, sign them into that computer and then release their test back to them.

Steps to Pause and Resume a Student Test – Method 2 (Move a Student to Another Computer)

1. Pause the student's test (using steps 1 – 5 of *Steps to Pause and Resume a Student Test – Method 1*).
2. Move the student to the new computer.
3. Double-click on the MIST icon to bring up the MIST Login screen.
4. Have the student enter their username and password and click LOGIN. You will now see the Confirm Student screen.
5. After checking the student information, have the student click CONFIRM.
You will now see the screen that says *Your test has been paused. Please contact your proctor or administrator*.
6. Return to the Test Administrator Website and the Test page you were on in Step 1 of this task and click on the checkbox next to the student's name.
7. Click the Resume button on the Test page toolbar. 
8. Instruct the student to click the CONTINUE button in the lower right of the MIST Tester Station screen.
9. The test status in the Status column (far right) will update to Active. 

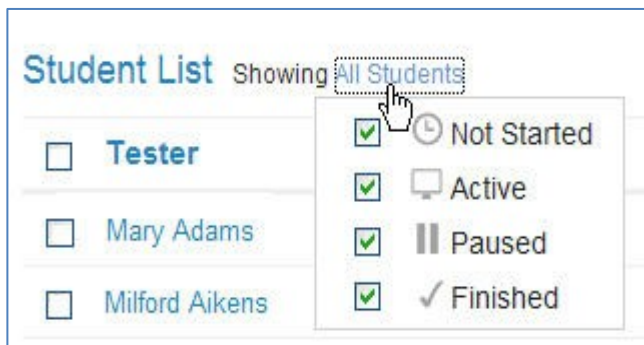
Check Your Roster

You may find it helpful to check your roster several times during the test window:

- When the roster is first posted on September 23rd (to see if it looks as expected)
- 24 hours after making significant updates to your Pre-ID information via the BAA Secure Site (to verify your changes)
- Daily (to check that the Not Started status of absent students remains as expected)
- Immediately before testing begins (to see if it looks as expected)
- When planning or scheduling makeup test sessions (to see who remains to be tested)
- As the test window draws to a close (to verify that makeup sessions have taken place and that demographic updates and other housekeeping is completed)

Steps to Check Your Roster

1. Log into the Test Administrator Website.
2. Click on the name of the test for which you want to check the roster. Now you will see the Test page for that test, which lists all of the students enrolled to take that test.
3. If desired, filter the roster by clicking on the *Showing* link and selecting the desired student groups from the check-box menu (shown below.)



4. If desired, sort the roster by clicking on one of the column headers. Students with the same status are now grouped together instead of being in order by last name.
5. If desired, sort the roster by clicking on any column header. Reverse the order of the sort by clicking on the column header again.
6. View the list of students shown, with the statuses of their tests listed in the Status column.

MIST In-Depth

This section of this document will help you understand the two MIST interfaces, the MIST Tester Station and the Test Administrator Website. We look at the Tester Station briefly and then move on to the Test Administrator Website.

MIST Tester Station

The MIST Tester Station software should already be installed on the student testing computers by school network administrators. You should see the *mist.exe* icon on the desktop of each testing computer.











mist.exe

The application *mist.exe* establishes a Tester Station on the student testing computer which takes up the entire screen and prevents the student from accessing their desktop and other programs on the computer.

A MIST test consists of a series of screens viewed on the Tester Station. The screens are like pages in a test booklet.

- The first screen shows the test name, just like the cover of a booklet.
- The next few screens give instructions on how to use MIST.
- The third set of screens presents the sample items and the test directions that appear in the test booklet.
- The middle portion of the test presents the test questions themselves. In the fall 2013 MEAP online tests, all of the questions are multiple-choice and are presented one question per screen.
- The last portion of the test consists of the Review Your Items screen and a series of screens which verify that the student intends to finish their test and submit it for scoring.
- A Confirmation screen signals that the testing process is complete.

NAVIGATION: Students move through the screens by using the buttons at the lower edge of the Tester Station. These buttons are PREVIOUS, NEXT, REVIEW, GO TO ITEM, FINISH, BACK TO TEST and EXIT.

	PREVIOUS takes the tester to the screen immediately before the one being viewed.
	NEXT takes the tester to the screen immediately after the one being viewed.
	REVIEW takes the tester to the Review Your Items Screen.
	GO TO ITEM takes the tester from the Review Your Items Screen to the item selected.
	FINISH takes the tester from the Review Your Items Screen to the EXIT screen.
	BACK TO TEST takes the tester from the EXIT screen to the Review Your Items screen.
	EXIT takes you to the CONFIRMATION Screen, which indicates that the test has been finished. Testers cannot return to test questions at this point.
	CLOSE on the CONFIRMATION screen closes the MIST application.

TOOLS: Students are provided with several tools to interact with the test questions. These are the Flag tool and the Zoom tool.

- **Flag** marks a question for later review, which is very useful on a longer test and is analogous to circling the question number in the booklet or otherwise marking it to help you find it later.
- **Zoom** makes the text on the screen larger or smaller.

Test administrators can use the Fall 2013 MEAP Online Student Practice Site for MIST after September 3rd to familiarize themselves with the student interface and see all of the buttons, tools and screens. Students and test administrators can take the practice tests as often as necessary to feel comfortable with the MIST Tester Station navigation tools.

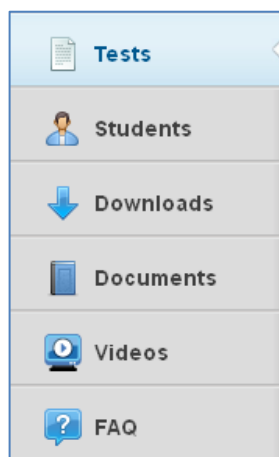
Test administrators can participate in a mock test administration via the Test Administrator Training Website. A separate email memorandum addressed to the Building MEAP Coordinator explains how to access this training tool.

MIST Test Administrator Website

The Test Administrator Website is the Administrator interface. We will take a tour of this website in the next several pages. These directions will explain how the website is organized and enable easy navigation to any part of the website needed during test administration.

The Test Administrator Website and the MIST executable are used to deliver access to the Test Administrator Training test. Details about this site are provided in a separate memorandum.

The Test Administrator Website has six areas:



Area buttons (above left)

Test Administrator Website Layout	
Tests	
Tests Summary Page (Main level)	
Test Page (Sub-level)	
Students	
Students Summary Page (Main level)	
Student Page (Sub-level)	
Downloads	
Documents	
Videos	
Frequently Asked Questions	

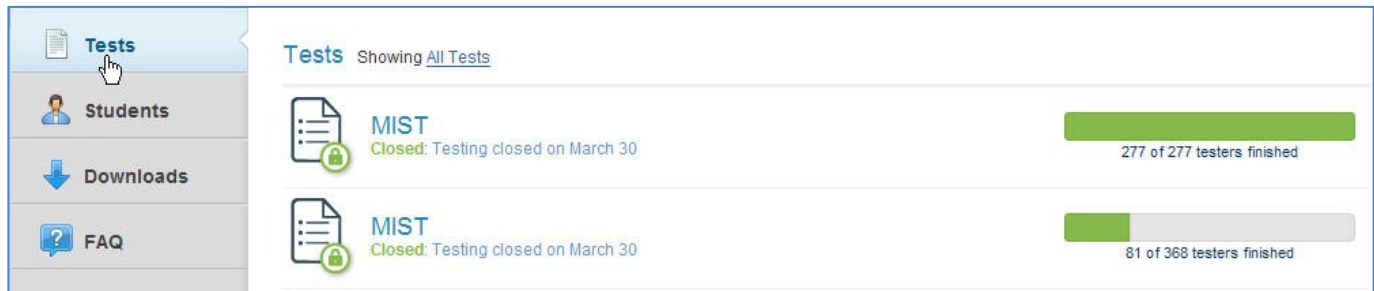
NOTE: The **Tests** page is the first page viewed upon log-on. Click on any area button in the **upper left** of the page for the desired task.

Tests

There are two pages in this area, the **Tests Summary** page (main page) and the **Test** page (subpage).

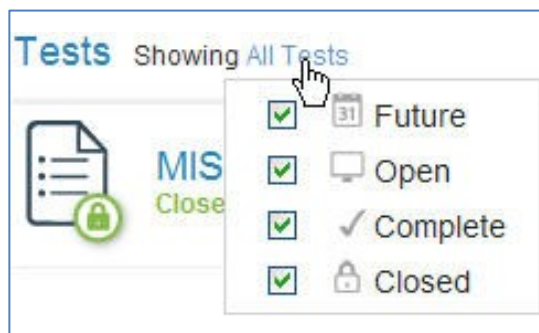
Tests Summary Page

This page lists all of the tests assigned to **you**, with summary information about each test. Your list of tests will be different than the one shown below.



Things you can do on the Test Summary page:

- View the school's master list of tests and the corresponding test summary information.
 - You can filter the list by using the *Showing* link (shown below).



- Search for a test using the Search bar in the upper right of the page.



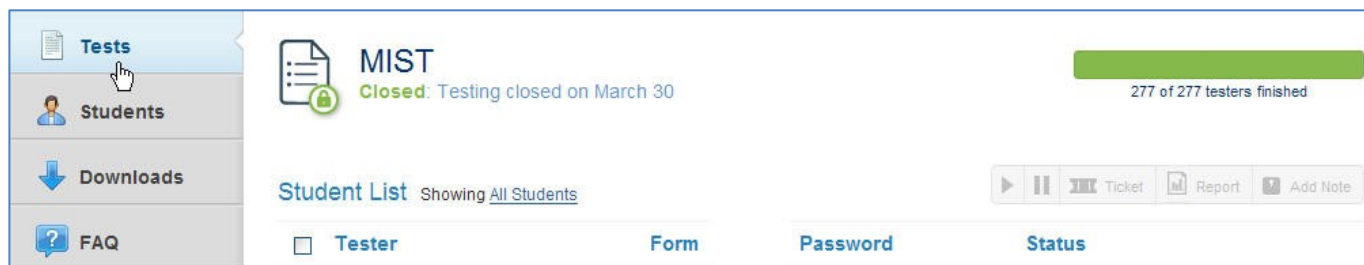
- Start typing the name of the test into the search field and a pop-up window of matching tests will appear below the search bar.
- Wait a few moments for the search to be performed and the tests matching your search to appear below the search window.

Navigation from the Test Summary page:

- Click on a test name to view its **Test** page and manage a particular test.
- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

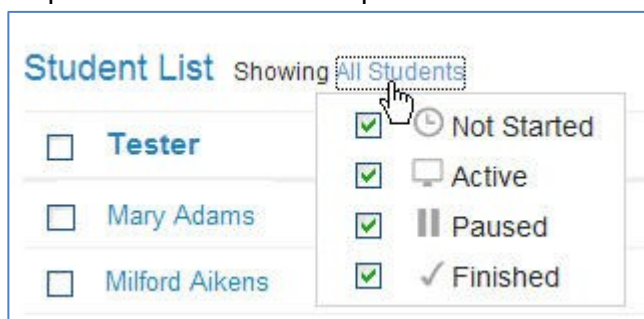
Test Page

This page allows management of a particular test administration. The top of the page displays the name of the test, along with its summary information. Below the test name is a list of all students enrolled to take that test.



Actions possible on the Test page:

- Pause and resume tests for one or more testers.
 - Select the testers to be paused and click the pause button on the toolbar.
- Print Student Test Tickets for one or more students assigned to that test.
 - Select the testers to be printed and click the Ticket button on the toolbar, and then print the PDF that is generated.
- Check any tester's password for that test.
 - Hover over the to display the password text.
- View the status of all the testers on the roster.
 - The tester list can be sorted by status. Click on a column header to sort by that column.
 - Certain test statuses can be hidden to view part of the roster. Use the *Showing* dropdown to choose which part to view.

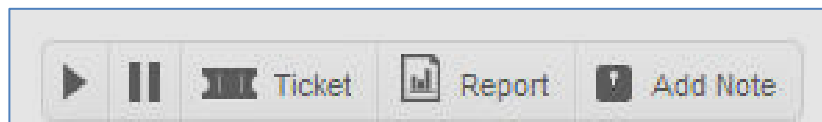


Navigation from the Test page:

- Click on a student's name to manage that student.
 - This will navigate to the Student page for that student.
- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

The Test Page Toolbar

The Test page toolbar shows the **actions** possible on the Test page. It is located to the right of the page and looks like this:



Test page toolbar

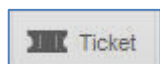
Click on a toolbar button to perform an action. A list of the buttons and their actions appears below.



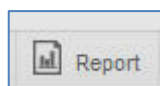
Pause – pauses the selected tests, freezing the Tester Station and allowing the EXIT button to appear in the lower left of the Tester Station screen.



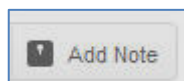
Resume – resumes the selected tests. (This button can only be used if student has not clicked the EXIT button on their Tester Station.)



Print tester ticket – generates a PDF of Student Test Tickets for the selected tests.



View reports – not active for the fall 2013 MEAP online tests.



Add test note – not active for the fall 2013 MEAP online tests.

Some actions are not available at certain times. Only the buttons that are available for those students at that time will be active. Active buttons are darker.

For **any** of the available toolbar buttons to be active, at least one student/tester must be selected by clicking in the checkbox next to their name. Select **all** students by clicking in the topmost checkbox (shown below) next to the word **Tester**.




Student List Showing <u>All Students</u>			
<input checked="" type="checkbox"/> Tester	Form	Password	Status
<input checked="" type="checkbox"/> Carrie C Abrams	Online	

Students

There are two pages in this area, the **Student Roster** page (main page) and the **Student** page (subpage).

Student Roster Page

The main page of this area lists all of the students assigned to the test administrator, with summary information about each tester.

 Tests	Students Showing All Students		
 Students	Chelsea J Chomez	06/05/1999	1 of 1 Tests Complete
 Downloads	Suri J Copeland	06/05/1999	1 of 1 Tests Complete
	Hazel J Dabbe	06/05/1999	1 of 1 Tests Complete

Things to do on the Student Roster page:

- View the entire student roster and the summary information.
- Search for a student using the Search bar in the upper right of the page.

Start typing the name of the student into the search field and a pop-up window of matching student names will appear below the search bar. Wait a few moments for the search to be performed and the names matching your search to appear below the search window.

Navigate from the Student Roster page:

- Click on a student name in the roster to view their Student page and manage that tester.
- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

Student Page

This page allows you to manage a particular student.

Tests

Students

Downloads

Documents

Videos

FAQ

Chelsea J Chorez

Student ID 999999999

Gender Female

Date of Birth 6/5/1999

Assigned Tests

Add Test Ticket Advanced

Test	Form	Password	Status
Fall 2013 MEAP Social Studies Practice Test	Online		Online

Things to do on the Student page:

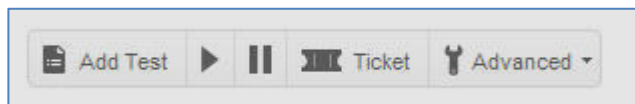
- Print Student Test Tickets for one or more tests assigned to one tester.
- Check the tester's password.
 - Hover over the to display the password text.
- View demographic data about the tester.
- Edit some of the student demographics.
 - Report codes, accommodations and research codes can be edited here.
 - **NOTE:** Remember to click **SAVE** before you leave this page.
- View and manage the status of all tests assigned to that tester. Possible actions:
 - Pause and resume one or more tests for that tester.
 - See test forms assigned to that tester.
 - Sort the list of tests assigned to that tester by test status.
- Access the Advanced Tab to perform certain advanced tasks.
 - To mark a test as *Do Not Score*, use the Advanced Tab.
 - The Advanced Tab has its own section on page 28 of this document.

Navigation from the Student page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

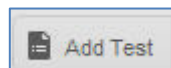
The Student Page Toolbar

The Student page toolbar shows the **actions** you are able to perform on the Student page. It is located to the right of the page and looks like this:



Student page toolbar

Click on a toolbar button to perform an action. A list of the buttons and their actions appears below.



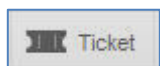
Add Test – not active for the fall 2013 MEAP online tests.



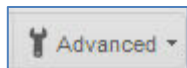
Pause – pauses the selected tests, locking the Tester Station and allowing the EXIT button to appear in the lower left of the Tester Station page.



Resume – resumes the selected tests. (You can only use this button if student has not clicked the EXIT button on their Tester Station.)



Print tester ticket – generates a PDF of tester tickets for the selected tests.



Advanced – accesses the advanced function *Non-Participant (Do Not Score)*. This button has its own section below.

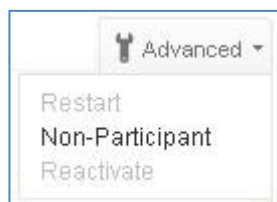
Some actions are not always available. Only the buttons that are available will be active. Active buttons are darker. For **any** of the toolbar buttons to be available and active, you **must** have selected at least one test to which to apply your action by clicking in the checkbox next to the test name.

It is possible to select **all** the tests assigned to that student by clicking in the topmost checkbox (shown below) next to the word **Test**.

Assigned Tests			
<input checked="" type="checkbox"/> Test	Form	Password	Status
<input checked="" type="checkbox"/> Fall 2013 MEAP Social Studies Practice Test	Online		✓

The Advanced Tab

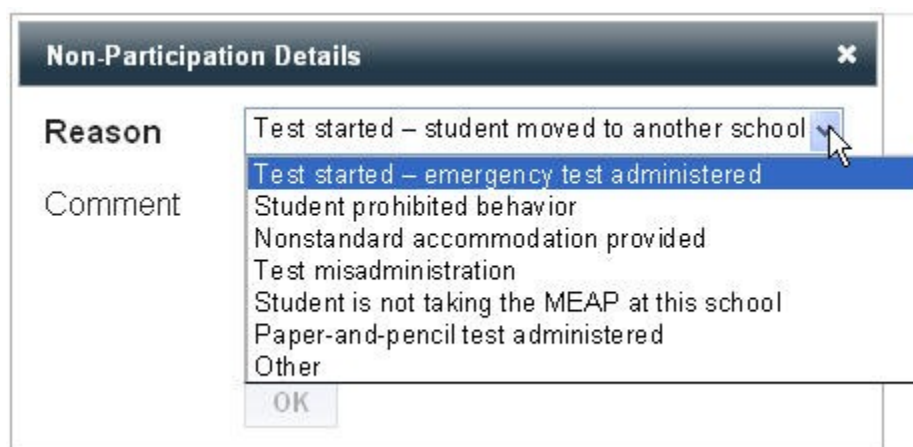
The Advanced Tab accesses the *Non-Participant (Do Not Score)* function.



The Advanced Tab

1. Click on the arrow on the right of the button to view a dropdown list. Choose **Non-Participant** from the list.

Once **Non-Participant** is chosen, a pop-up dialog box will appear with a dropdown menu. This menu will contain the possible reasons for marking a test Non-Participant (*Do Not Score*.)



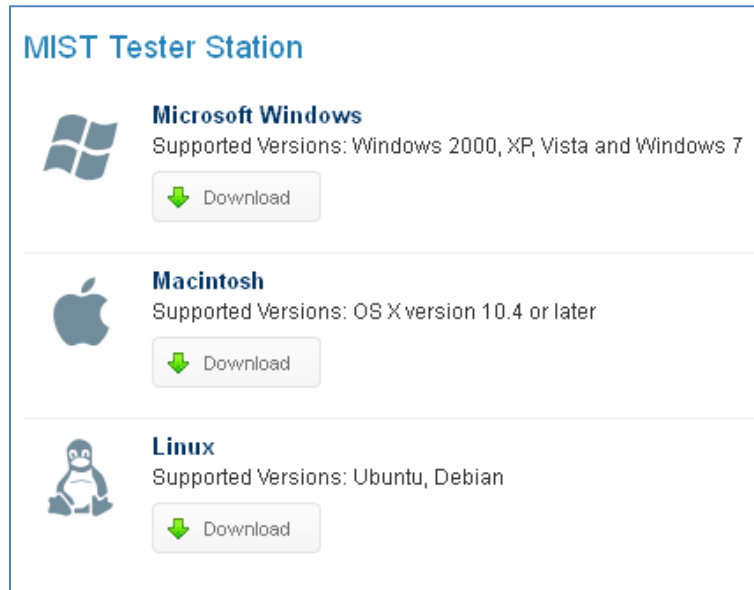
2. Select the correct reason.
3. Click OK to save changes.
Click X to cancel without saving changes.

NOTE: If a change is saved in error, the Non-Participant test can be reactivated. Contact the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

NOTE: Marking a test *Non-Participant (Do Not Score)* does not take the place of filing an incident report if one is required.

Downloads

The Downloads Area contains the correct version of *mist.exe* when it is necessary to install or update the software.



Things to do on the Downloads page:

- Click on the download button for any program listed to download that program.

Navigating from the Downloads page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

Documents

The Documents page houses the most up-to-date version of each piece of MIST MEAP Documentation.



Things to do on the Documents page:

- Click on the download button for any document to download a PDF of that document.

Navigating from the Documents page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

Videos

The Videos area displays a list of available videos covering MIST Test Administrator Tasks. The first video listed covers all the tasks, including some not available for the fall 2013 MEAP online tests. For ease of reference, each available task is broken out individually in the subsequent shorter videos.

Things to do on the Videos page:

- Click on any video to play it using **QuickTime®** or another video player capable of handling the .mov file extension).

Navigating from the Videos page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

FAQ

The FAQ area displays a list of **Frequently Asked Questions** about MIST and the Fall 2013 MEAP Online Tests.

Things to do on the FAQ page:

- Click on any question to expand the answer to that question.
- Click on [Print this page](#) to print all of the questions and answers from the FAQ page.

Navigating from the FAQ page:

- Click on one of the six area buttons (on the left) to move to the main page of any area of the website.

This concludes our tour of the Test Administrator Website.



Appendix I: Choose a Method of Setting Up MIST Tester Stations

There are two methods of setting up the Tester Stations on the testing computers:

- **Student Test Ticket Setup**
Print out Student Test Tickets and distribute to students.
- **Test Administrator Setup**
Either log into *mist.exe* with the school-specific username and password and then select the desired student and test, or print out Student Test Tickets, and rather than distributing them to the students, log into *mist.exe* with the student username and password.

The table below summarizes some pros and cons of each method. The school MEAP coordinator should choose one method for the school so that all of the test administrators use the same method.

Never share the Test Administrator username and password with a student.

Student Test Ticket Setup		Test Administrator Login Setup	
Pro	Con	Pro	Con
Decreases possibility of setting up stations for late or absent students.	Increases preparation time needed. The school must download and distribute tester passwords for each test.	Simplifies preparation for the test. No need to cut apart Student Test Tickets.	Increases possibility of setting up stations for late or absent students.
Reduces overall time for test administration because multiple testers can log themselves in simultaneously.	Students may still require assistance with the sign-in process.	Reduces student involvement in the setup process.	Increases pretest preparation time for staff because staff set up one Tester Station at a time.
Decreases possibility of choosing the wrong test part for a student.	Student Test Tickets must be retrieved from students after setup and destroyed in a secure manner after testing.	No tickets to retrieve from students after setup and destroy in a secure manner after testing.	Increases possibility of choosing the wrong test part for a student.
		Can control seating by assigning desired computer to that student.	

The directions below will be helpful to inform your decision as to which method is right for your school.

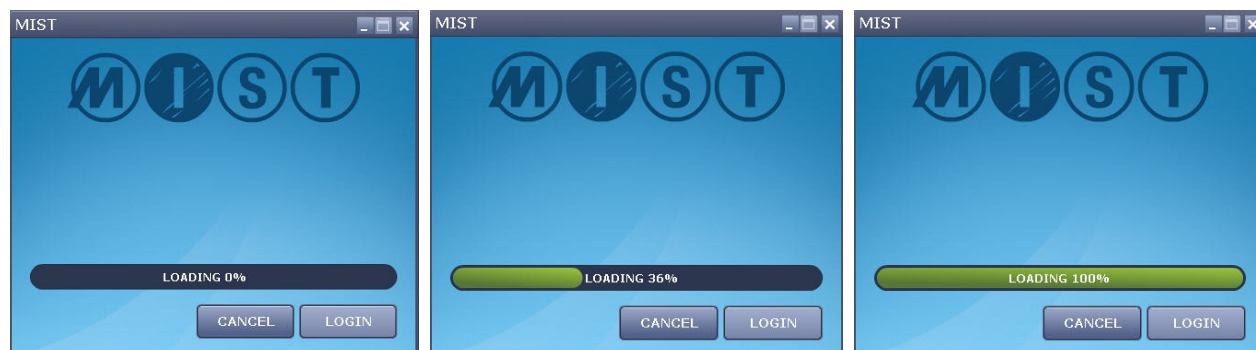
Steps to Set up a Tester Station

Double-clicking on the MIST icon will bring up the MIST Login screen, which looks like this:



Login screen

NOTE: If you have a slower connection, you may see the progress bar on the Login screen moving from 0% loaded to 100% loaded.



Login screen progress bar



NOTE: If you see a picture of a swirling wheel on top of the Login screen for longer than a few seconds and/or the loading progress bar does not reach 100%, a step in the installation may have been skipped, or the computer may not have an active connection to the internet. Please call your network administrator or the MEAP Call Center at 1-877-560-8378, option 2 for assistance.

The two methods diverge at this point.

Steps to Student Test Ticket Setup Method

Type the student username and password from the Student Test Ticket into the Login screen. After the student types their username and password from their Student Test Ticket into the fields of the Login screen, the LOGIN button will turn green. The password can be viewed as you type it.

A screenshot of the MIST (Michigan Instructional Testing System) login window. The window has a title bar with the text 'MIST' and standard Windows window controls. The background is blue. At the top, the letters 'MIST' are displayed in large, stylized, white-outlined circles. Below this, there are two input fields: 'User Name:' with the text 'student' entered, and 'Password:' with the text 't8w4i5m' entered. At the bottom, there are two buttons: a grey 'CANCEL' button and a green 'LOGIN >>' button.

NOTE: If the password cannot be seen as you type it, there is a typo in the username or a blank space after the username. Your login will fail even if the password is correct.



If login is successful, the next screen will be the Confirm Student screen.

This screen shows:

- the name of the student
- the name of the test
- the test form

Confirm Student is the screen that student(s) should be looking at when you begin to read the directions for administration script in the *Fall 2013 MEAP Online Test Administration Manual*.

If someone discovers that student name, test name, or test form is not correct, use the **X** in the upper right corner to close the screen and start the login process again.

DO NOT CLICK CONFIRM until the directions for test administration script in the *Fall 2013 MEAP Online Test Administration Manual* directs you or the student to do so.

Steps to Test Administrator Setup Method

Type the school-specific MIST test administrator username and password received from your district or school MEAP coordinator into the Login screen. After typing your username and password into the fields of the Login screen, the LOGIN button will turn green. You will not be able to read the password as you type it.

A screenshot of a web browser window titled "MIST". The window has a blue background with the "MIST" logo at the top, where each letter is inside a circle. Below the logo, there are two input fields: "User Name:" with the text "MEAPAdmin2013" and "Password:" with masked characters "*****". At the bottom right, there are two buttons: a grey "CANCEL" button and a green "LOGIN >>" button. A mouse cursor is pointing at the "LOGIN >>" button.

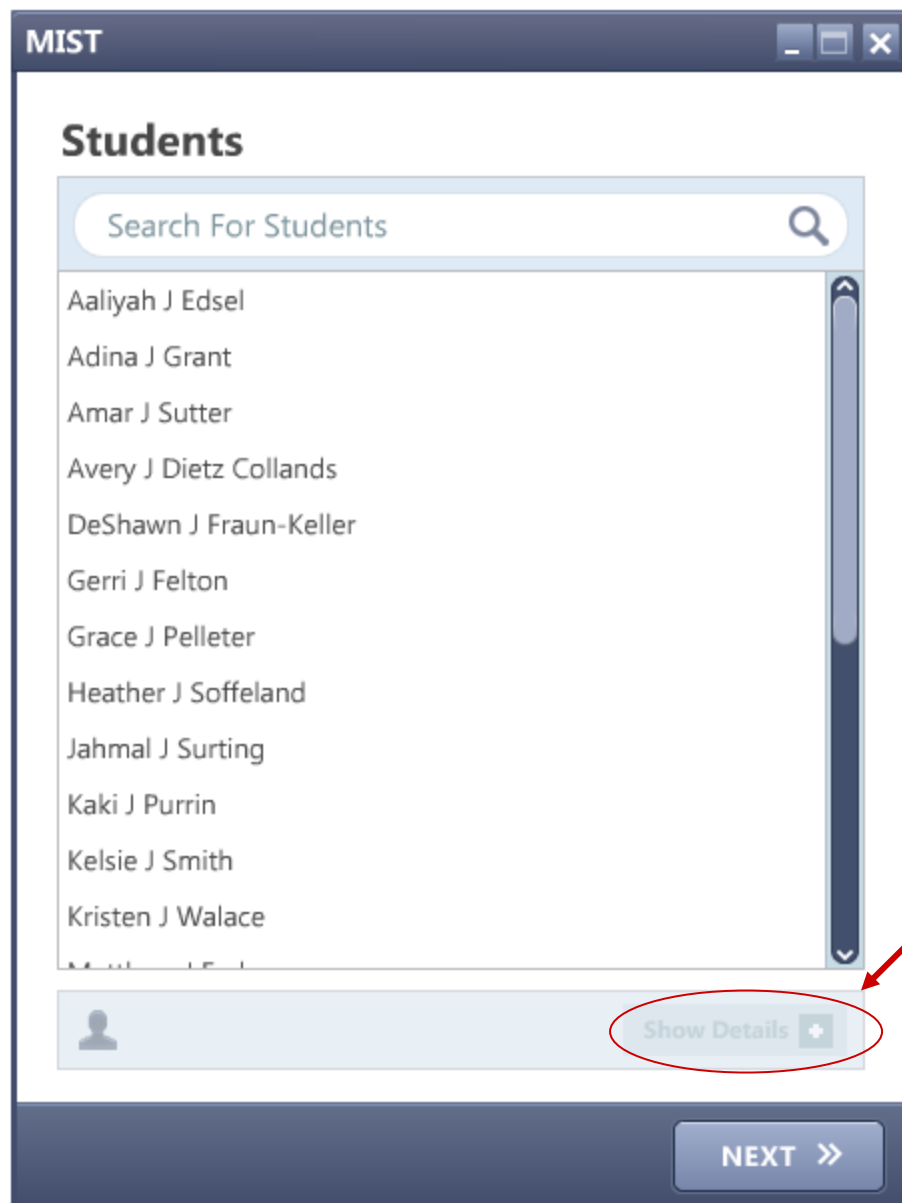
MIST

User Name:
MEAPAdmin2013

Password:

CANCEL **LOGIN >>**

Click LOGIN.

Test Administrator Setup Method, continued

The Student Roster Screen should be visible.

This screen contains the **entire roster** for the username and password used to log in. The student names are listed alphabetically in the format First, MI, Last.

The search bar at the top allows location of a student name quickly. Start typing the name, and the search will pull any student with that string of letters anywhere in the first or last name. Wait a few seconds for the results to load. The longer the string of letters that you type, the fewer results you will get.

The scroll bar to the right allows the user to scroll through the list.

At the bottom of the screen is the Show Details window. Once a student has been selected, the Show Details window can be expanded with the Show Details+ button to verify selection of the correct student.

Once a student has been selected, the **NEXT** button turns green.

Test Administrator Setup Method, continued

In this picture, the Show Details+ button is expanded to verify that the selected student is at that testing computer.

The screenshot shows a web application window titled "MIST". Inside, there is a section titled "Students". Below this title is a search bar labeled "Search For Students" with a magnifying glass icon. A list of student names is displayed below the search bar. The first student, "Andrew A Zhang", is highlighted. To the right of the list is a vertical scrollbar. Below the list, the details for "Andrew A Zhang" are shown in a light blue box. The details include a person icon, the name "Andrew A Zhang", a "Hide" button, "Gender: Male", "Date of Birth: 6/17/2009 12:00:00 AM", "Proctor: Admin 2013", and "Student ID: 9999999853". At the bottom right of the window is a green button labeled "NEXT >>".

Student Name
Andrew A Zhang
Barrett B Baker
Barrett B Golden
Barrett B Moon
Barrett B Sorreland
Betty B Hodge
Betty B Parks
Betty B Pelleter
Betty B Solomon

Details for Andrew A Zhang
Gender: Male
Date of Birth: 6/17/2009 12:00:00 AM
Proctor: Admin 2013
Student ID: 9999999853

After you have found the correct student, click NEXT.

Test Administrator Setup Method, continued

When you click NEXT, you will see the Test Selection screen. This screen shows all the tests for which the student is enrolled. Click BACK if the wrong student has been selected.

The screenshot shows a web application window titled "MIST". Inside, the header reads "Tests for Ronnie T Atkins". Below this is a search bar labeled "Search For Tests" with a magnifying glass icon. A list of tests is displayed, with "Fall 2013 MIST System Check" selected and highlighted in blue. To the right of the test name is a clock icon. Below the list is a "Test Form:" dropdown menu currently set to "Online". At the bottom, a "Show Details+" button has been expanded to show a summary of the selected test: "Fall 2013 MIST System Check", "Start Date: 06/13/2013 5:15 PM", "Test Status: Open", "Student Status: Not started", and "Proctor: admin2013 admin2013". At the very bottom are two buttons: "<< BACK" and "NEXT >>".

Click on the name of the test you wish to administer to select it. The test name will turn **blue**.

A test from the list **must** be selected in order to be able to advance to the next screen. After selecting a test, the NEXT button will turn **green**.

The picture above shows the Test Selection Screen with one test selected.

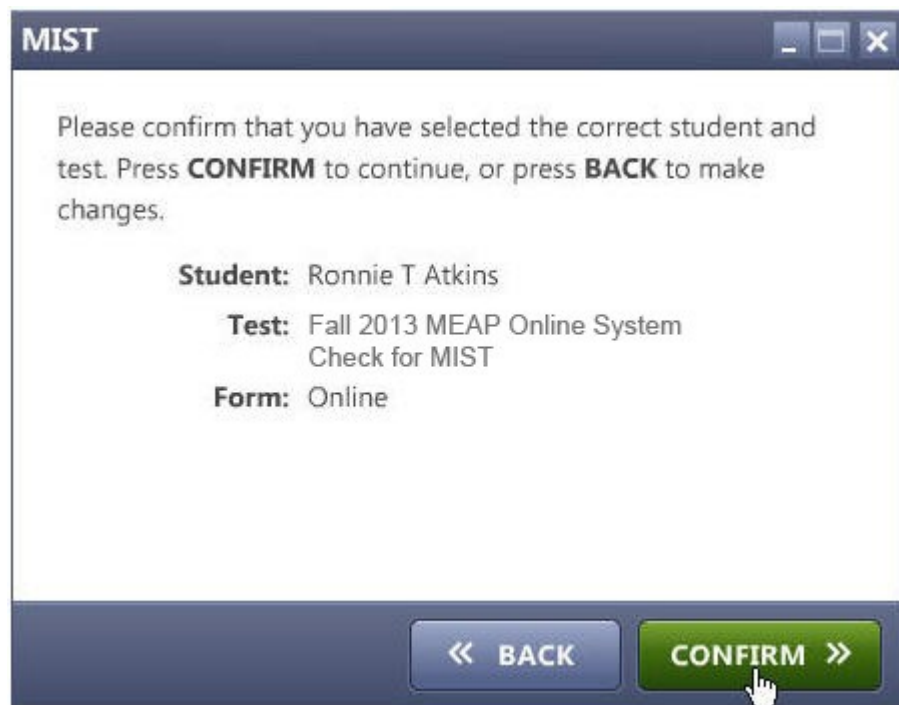
The Show Details+ button has been expanded to show the summary information about the test.

When you are certain the correct student and test has been selected, click the NEXT button.

NOTE: For fall 2013 MEAP online testing, you will see two tests in this list for each student. Each test contains one part of the paper booklet. Please administer Part 1 before Part 2, as directed in the *Fall 2013 MEAP Online Test Administration Manual*.

Test Administrator Setup Method, continued

The Confirmation screen will be next.

A screenshot of a software window titled "MIST". The window has a dark blue header bar with the title "MIST" and standard window control buttons (minimize, maximize, close). The main content area is white and contains the following text: "Please confirm that you have selected the correct student and test. Press **CONFIRM** to continue, or press **BACK** to make changes." Below this text, there are three lines of information: "Student: Ronnie T Atkins", "Test: Fall 2013 MEAP Online System Check for MIST", and "Form: Online". At the bottom of the window, there is a dark blue bar containing two buttons: a light blue button labeled "<< BACK" and a green button labeled "CONFIRM >>". A mouse cursor is pointing at the "CONFIRM >>" button.

This is the point where the *Directions for Administration* begin.

Appendix II: Accommodations

Zoom Levels (universal accommodation)

The zoom tool is provided on all screens. Levels of magnification are 0.65x, 0.8x, 1.0x, 1.25x, 1.6x, and 2.0x. The zoom tool is not a substitute for an enlarged print test.

Special Keyboards

Most special keyboards (e.g., Intellikeys™) are compatible with the MIST application and should work properly on machines that meet the minimum OS requirements (see MIST Technical Specifications).

Touch Screen Monitors

Most touch screen monitors (e.g., Hyvision MV155 Touch LCD) that meet the minimum resolution requirements (see MIST Technical Specifications) are compatible with the MIST application and should work properly on machines that meet the minimum OS requirements.

Further Assistance

**If you have any questions or if we can provide any additional assistance,
please contact the MEAP Call Center
at 1-877-560-8378, option 2.**